



SC - PAY GRADE 10

PLANNING TECHNICIAN I

DUTIES AND FEATURES OF THE CLASS:

Performs routine paraprofessional work that interacts closely with the public on a regular basis to provide customer service on planning and zoning issues. Performs related work as required.

EXAMPLES OF WORK:

Provides technical assistance and information to staff and the public in the administration of specific planning, zoning and floodplain programs, areas and ordinances; reviews site plans and zoning permit applications to assure compliance with requirements such as use, bulk, setbacks, and parking calculations; performs routine office tasks in designated program areas, including data entry, file management, copying and answering telephone; develops and maintains automated tracking systems, hard copy files and records; researches and compiles information on a variety of planning issues from multiple sources; prepares public notices and property owner verifications; prepares maps, charts, tables of limited complexity; processes Board of Adjustment, Planning and Zoning Commission applications; may attend public meetings, assisting other planning staff as appropriate.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of planning and zoning principles and practices, including pertinent specialties, principles and practices of research and data collection; knowledge of mapping and geographic information systems;; oral communication and interpersonal skills to explain rules and procedures clearly to the public; problem-solving skills to gather relevant information to solve vaguely defined practical problems; ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions; ability to work on several projects or issues simultaneously; ability to work independently and in a team environment as needed.

QUALIFICATIONS:

Minimum High School diploma or GED with at least two (2) years' experience in plans review and zoning in public administration or Associate's degree in urban planning, architecture, construction management, social sciences or related field is preferred; proficiency in Microsoft Office (Word, Excel, Outlook, and PowerPoint); excellent verbal and written communication skills, solid customer service and organizational skills.

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- Minimum 35-hour work week (Monday - Friday)
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license

Revised 10/2016